

LOGISTICS ASSISTANT

JOB PURPOSE AND SUMMARY

This is a purchasing/logistics assistant position in the Logistics and Evidence Division of the Sheriff's Office. Employees occupying positions of this class are responsible for performing duties which involve the purchasing commodities, supplies, and equipment for all divisions of the Sheriff's Office. Purchasing is accomplished through a broad range of buying activities involving routine, repetitive processes. Work is characterized using limited independent judgment and discretion in surveying prices, researching products and services, and in formulating, completing or revising specifications. Purchases may include some specialty purchasing of non-routine or more complex items requiring close review by a professional or administrative superior. Duties of a higher classification may be assigned during peak workload periods or for purposes of training. This class is distinguished from the Logistics and Evidence Manager classification by the more limited logistics focus and application of knowledge and independent judgment to the work tasks.

Employee and public relations are a major element in the performance of duties assigned to this class. Contacts are typically with vendors, employees, and managers of all Sheriff's Office divisions. Communications often require complete knowledge of the supervisor's activities, and the basis for, and implications of, programs and projects.

CLASSIFICATION DISTINCTIONS

The incumbent reports to the Logistics & Evidence Manager. Work is performed under general supervision but may be directly supervised for special or temporary assignments. Work is reviewed for thoroughness, timeliness, accuracy and compliance to established regulations and procedures periodically and after completion. Positions of this class are non-supervisory but will instruct or lead lower-level classifications during periods of manager absence.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

- Purchases highly variable quantities of products and commodities for normal and regular use by Sheriff's divisions; makes purchases in accordance with established procedures, purchasing requisitions and existing guidelines.
- Utilizes previous purchase documents to formulate or complete specifications and new bid packages. Writes some new specifications as assigned.
- Administers assigned contracts from purchase through delivery, acceptance and payment; follow bid procedures.

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- Rotate stock to determine reorder points and storage available; exercise discretion with County funds concerning orders which appear to duplicate stock already available; may refuse some requests and suggest substitution with available stock items.
- Drives delivery truck and delivers equipment and supplies to five facilities; arranges and maintains truck maintenance.
- Develops a considerable knowledge of the Revised Code of Washington, the Clark County Code and departmental policy and procedures.
- Maintains proper records that facilitate audit.
- Under guidance of a higher authority processes emergency purchases in a timely manner and in compliance with statutes.
- Creates, updates, and maintains software unique to, or created for logistics. Maintains up-to-date and accurate databases used in tracking, editing, and report generation of Sheriff's Office supplies and equipment; and enters invoices, etc. into the FMS (County purchasing program).
- May assist in various functions of the clerical and administrative procedures. Assignment of responsibility increases as incumbent skill level increases.
- Composes necessary correspondence to vendors, agents, business associates and user divisions.
- Works with property disposal and inventory control. Develops necessary skills and knowledge to handle all phases of these activities; organizes and/or assists in preparing and maintaining cost records pertaining to inventory; and assists with preparing monthly and annual financial reports.
- Performs uniform fitting, ordering, sizing, including body armor knowledge.
- Occasionally on-call during evenings and weekends.
- Performs related duties as assigned.

QUALIFICATIONS

- Two (2) years of general office experience, at least one (1) year of which must be directly related to the work of the class; OR
- Any combination of work experience and education which demonstrates the ability to perform the work of the class.
- United States Citizenship or Lawful Permanent Resident required.

- Valid drivers' license at the time of appointment
- Some word processing/computer skills are desirable

SPECIAL REQUIREMENTS:

- Possession of, or ability to, obtain a forklift operator's certification.

Knowledge of: storekeeping methods, practices and record keeping systems; inventory, storage, issuance, and shipping procedures; contracts, contract terms and conditions, and procurement procedures; and General Operating Procedures established for the Sheriff's Office.

Ability to: present an efficient and professional manner to vendors, business associates and Sheriff's user divisions; understand and apply related laws, codes, regulations and concepts to the work assignment; communicate clearly, related laws, codes regulations and purchasing concepts to interested parties in a tactful and courteous manner; communicate effectively both orally and in writing; apply routing arithmetic functions to the work assignment; perform moderate and occasionally heavy lifting; work independently and to accomplish projects without continuous supervision; establish and maintain positive working relationships with staff, user divisions and personal contacts within the business community.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Work is performed primarily in an office setting. A major portion of the work is physically demanding, however, since up to 40% of the workload may be involved with inventory control, including warehousing functions. Incumbents are required to stoop, bend, stretch and lift during these work activities. Weights of up to 60 pounds may be encountered, requiring proper lifting techniques.